



State of Connecticut
Department of Banking
CONSUMER CREDIT DIVISION

260 CONSTITUTION PLAZA • HARTFORD, CT 06103-1800



APPLICATION FOR CONSUMER COLLECTION AGENCY LICENSE

GENERAL INFORMATION AND INSTRUCTIONS

1. Each person, as defined in Chapter 669, Section 36a-800, of the Connecticut General Statutes, desiring to act as a consumer collection agency in this state, whether or not located within the state, shall submit an application, bond, financial statement, personal and business histories, license fee and investigation fee as applicable.
2. The bond shall be to the people of the state in the penal sum of \$5,000.00 (**form attached**). The applicant shall be the obligor in such bond and a surety authorized to write such bonds in this state shall be the surety. **The attached form must be used. NOTE: PLEASE PROVIDE FULL LICENSE LOCATION ADDRESS ON BOND FORM, NOT P.O. BOX OR PARENT COMPANY ADDRESS.**
3. **A check made payable to "Treasurer, State of Connecticut" with the appropriate fee:**

Applications filed on or before 9/30/06
The license fee is \$900.00 (**Non-Refundable**)

Applications filed between 10/1/06 – 9/30/07
The license fee is \$500.00 (**Non-Refundable**)
4. All licenses, unless sooner suspended, revoked or surrendered, **expire at midnight on September 30, 2007.**
5. License renewal applications must be filed and the fee described above paid on or before September 1, 2007. Application forms will be mailed to licensees prior to September 1, 2007. Any renewal applications received in this office on or after September 2, 2007 shall be accompanied by a one hundred dollar (**\$100.00**) late filing fee.
6. The financial statement shall be prepared by a certified public accountant or a public accountant, and be of a date not earlier than 180 days prior to the date of the application. The financial statement should either be on the accountant's letterhead or be accompanied by a cover letter on the accountant's letterhead. In addition, the accuracy of the financial statement shall be sworn to before a notary public by a principal of the applicant using the form provided.
7. A personal and business history statement shall be completed on the form provided, for the following as applicable:
 - a. The proprietor (if applicant is a sole proprietor)
 - b. Each partner (if applicant is a partnership)
 - c. Each member (if applicant is a limited liability company)
 - d. Each officer (if applicant is a corporation)
 - e. The manager of an office if other than one of the above.
8. Copies of all forms used in the collection of debts shall be submitted.
9. **ALL** questions on the application form must be answered. In the event a particular question is inapplicable, enter "N/A" in the space provided.
10. In the event that the space provided for answers is inadequate, additional sheets should be attached and should identify the applicant and the specific item on the application.
11. Changes in information submitted on or with the application form **must be reported in writing immediately**. Reporting should not be delayed until the time a license is renewed.
12. If the applicant is a partnership in which any partner is a corporation, please provide the information requested in question #5 of the application for the officers and directors of the corporate partner(s).
13. If the applicant is a sole proprietor and has **both** a Federal Employer Identification Number and a Federal Social Security Account Number, **both** numbers must be provided. All other applicants must provide a Federal Employer Identification Number only.
14. The application and related material must be mailed to:

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